



1 INTRODUCTION/OVERVIEW

Effective: 06/1/96

1.7 Regional Office Procedures

Revised: 10/1/99

- ◆ Provide technical assistance and orientation to local agencies during regional meetings, visits, and telephone contacts. In particular, review project participation and provide project staff with technical assistance regarding caseload management and outreach.
- ◆ Review grant materials, including Site Description chart, Clinic Activities/Responsibilities chart, position descriptions, workplans, initial budgets/narrative, subcontracts and time studies. During the year, review and approve WIC clinic site changes within a WIC project to best address accessibility of WIC services. Approve equipment requests.
- ◆ Monitor local projects for compliance with regulations and policies by reviewing the project-completed Wisconsin WIC Program Monitoring Tool, DPH Budget and Management Tool, DPH Workplan, on-site verification, and/or telephone review.
- ◆ Provide program consultation and technical assistance using the Wisconsin WIC Program Consultation and Technical Assistance Tool.
- ◆ Hold regional meetings at least three times per year for local WIC project staff to share materials and ideas, and provide an opportunity for educational sessions relevant to WIC.
- ◆ Serve as a liaison between the state and local agencies.
- ◆ Coordinate WIC nutrition activities with other Division initiatives within their regions.
- ◆ Identify needs and concerns of WIC projects within the Region and bring to the attention of Central WIC Office for further action and/or coordinate follow-up activities within the region.
- ◆ Identify needs and concerns of WIC projects in the overall context of public health services and bring to the attention of Regional Office Directors or Central WIC Office, as appropriate.